

**TOWN OF**

**DARIEN, CONNECTICUT**

**EMERGENCY OPERATIONS PLAN**

**ANNEX "B"**

**COMMUNICATIONS**

Approved By:

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John W. Jordan, Director  
Darien Emergency Management

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Date

TABLE OF CONTENTS

	Page #
APPROVAL	Cover
TABLE OF CONTENTS	2
I. PURPOSE	3
II. SITUATION AND ASSUMPTIONS	3
III. CONCEPT OF OPERATIONS	3-4
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	5-6
V. ADMINISTRATION AND LOGISTICS	6
VI. PLAN DEVELOPMENT AND MAINTENANCE	7
VII. AUTHORITIES AND REFERENCES	7
VIII. COMMUNICATIONS STAFF	7

## DARIEN COMMUNICATIONS ANNEX

### I. PURPOSE

The purpose of this Annex is to provide information on establishing, using, maintaining, augmenting, and providing backup for all of the communications systems and devices used during emergency response operations.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation:

The town is vulnerable to many types of emergencies/disasters, including: power failure, flood/flash flood, winter storm, coastal storm, hurricane/tropical storm, air accident, rail accident, tornado, and in transit hazardous materials incident/accident.

#### B. Assumptions:

An emergency or disaster can affect the town in such a way as to require a communications capability beyond the normal capacities of the equipment possessed by the town.

Under certain circumstances higher levels of government may augment local capability.

Utilization of the services of the Radio Amateur Civil Emergency Services (RACES). If RACES is not available to the town, other public service and/or private organizations in the town would be approached. These may include; transit companies, local service agencies, and possibly citizens band radio groups (i.e., REACT).

Only minor reliance will be placed on the use of citizens band radio as a means of official communications. FCC regulations outlaw this form of communications during a national emergency.

Each department or agency having a radio system will designate personnel to maintain and operate their system, and to maintain a communications link to the EOC.

Spontaneous support may be volunteered by local ham radio operators, radio clubs, and private organizations with sophisticated communications equipment.

### III. CONCEPT OF OPERATIONS

#### A. LOCATION OF EMERGENCY OPERATIONS CENTER:

Police Department, Hecker Avenue, Darien, CT

1. Emergency Power: YES ( X ) 175 KW; NO ( )

2. Gallons of fuel: 2,000 Fuel Type: Fuel Oil

## DARIEN COMMUNICATIONS ANNEX

### B. PRIMARY DEPARTMENTAL RADIO FREQUENCIES:

1. Police Department: 479.75 MHz, County Hot Line 39.46 MHz.
2. Fire Department: 33.86 MHz, Mutual Aid: 33.86 MHz.
3. Public Works: 154.10 MHz.
4. Emergency Management: 154.10 MHz.
5. Medical (EMS): 153.755 MHz.

### C. THE PRIMARY DIRECTION & CONTROL FREQUENCY IS: 154.10 MHz.

### D. TOWN TO AREA FREQUENCY IS: 153.755 MHz.

### E. BACKUP COMMUNICATIONS, AND TOWN TO STATE AREA EOC AMATEUR RADIO FREQUENCIES USED:

145.50 MHz - F.M. Simplex

50.420 MHz, - SSB/A.M.

145.03 MHz - KA1SJ-1 Packet

146.835/146.235 MHz - Repeater

### F. WHICH SERVICES CAN OPERATE THEIR RADIOS FROM THE EOC? (Base station or remote control in the EOC): Police

### G. LIST OTHER RADIO FREQUENCIES OR SYSTEMS NOT COVERED ABOVE:

Darien Town wide – Police, Fire, EMS, Public Works

During the pre-emergency additional telephones will be installed by SNET.

Emergency EMP measures require that antenna and power leads be disconnected from each base radio and all power to be obtained from generators.

### H. EAS CONNECTION: WNLK (AM - 1350) radio, and WEFX (FM – 95.9), both in Norwalk, CT WSTC (AM – 1400) and WKHL (FM – 96.7) both in Stamford, CT

All via commercial telephone land line.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### First Selectman (CEO):

- ◆ Requires the Communications Coordinator to report to the EOC when notified of an emergency situation.

##### Communications Coordinator:

- ◆ When notified of an emergency situation reports to the EOC.
- ◆ Manages the emergency communications section in the EOC, and supervises the personnel (radio, telephone, repair staff and message runners, etc.) assigned to it.
- ◆ Supports media center communications operations, as needed.

##### EOC Manager:

- ◆ Activates the communications section in the EOC.
- ◆ Implements emergency communications procedures.
- ◆ Ensures communication section of the EOC has the capability to sustain operations around the clock.

##### Communications Section Team Members:

- ◆ When notified, report to the EOC, staff the communications section, and operate assigned communications equipment.
- ◆ Follow established procedures and radio protocol for voice transmissions and message handling.
- ◆ Screen and log information when appropriate, and route incoming calls to the appropriate section in the EOC.

##### Military Department:

- ◆ Provides communications support to include personnel and equipment (as directed by the Governor).

##### Department of Public Safety, Division of State Police:

- ◆ Provide mobile communications support to include personnel, vehicle(s), and equipment (as directed by the Commissioner of Public Safety).

## DARIEN COMMUNICATIONS ANNEX

All Tasked Organizations: During emergency operations, all departments should;

- ◆ Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations should keep the EOC informed of their operations at all times and maintain a communications link with the EOC.
- ◆ Provide backup communications capabilities for the EOC.
- ◆ Provide a backup communications link between the EOC and mass care facilities, as needed, through use of mobile and portable radio units.
- ◆ Activate alternate or backup communications systems, as necessary.
- ◆ Maintain emergency communications systems as long as necessary.
- ◆ When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects.
- ◆ Phase down operations, as appropriate.
- ◆ Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

## V. ADMINISTRATION AND LOGISTICS

### Administration:

The communications section staff will keep accurate records and logs of all messages received and transmitted, and all actions taken during disasters/emergencies of any kind.

All funds expended and materials or supplies obtained by purchase or otherwise, must be accounted for by receipts and written records in detail.

To notify emergency personnel, before or during an emergency situation, a telephone call down list will be maintained and updated as changes occur. Attachment 1 of Darien's Direction and Control Annex can serve as this SOP. For local radio frequencies used for notification of personnel, see Part III, B (pg., 4) of this Annex.

### Logistics:

In support of the communications section, agreements with private organizations, mutual aid agreements with neighboring communities, and provisions to have damaged equipment repaired or replaced may be entered into with the approval of the Emergency Management Director and First Selectman.

**VI. PLAN DEVELOPMENT AND MAINTENANCE**

This Annex shall be reviewed and updated by the Communications Coordinator throughout the year. The Communications Coordinator is responsible for keeping its attachments current and ensuring that all SOP's and other necessary documents are developed. All changes shall be forwarded to the Emergency Management Director as they occur. At a minimum, this Annex will be reviewed and updated every four (4) years. The Emergency Management Director shall decide whether or not an updated portion should be produced and sent to all holders of the Annex prior to the completion of the four year review cycle.

**VII. AUTHORITY AND REFERENCES**

Authority for this Annex is contained in the Darien Emergency Operations Plan; and Title 28, Chapter 517 of the General Statutes of Connecticut, as amended. This Annex will become effective upon the approval of the Emergency Management Director. When approved, this Annex will supersede any and all previously written and Communications Annexes.

**VIII COMMUNICATIONS STAFF**

1. COMMUNICATIONS AND/OR RACES OFFICER

Name: \_\_\_\_\_ Call Letters: \_\_\_\_\_

Address: \_\_\_\_\_

Telephones: (203) (Business) \_\_\_\_\_ ; (Home) \_\_\_\_\_

2. ASSISTANT COMMUNICATIONS AND/OR RACES OFFICER

Name: \_\_\_\_\_ Call Letters: \_\_\_\_\_

Address: \_\_\_\_\_

Telephones: (203) (Business) \_\_\_\_\_ ; (Home) \_\_\_\_\_

3. OTHER

Name: \_\_\_\_\_ Call Letters: \_\_\_\_\_

Address: \_\_\_\_\_

Telephones: (203) (Business) \_\_\_\_\_ (Home) \_\_\_\_\_